

Special Programs

Special Employment

**Long-Term Visiting
Staff Member
(LTVSM)**

PURPOSE:

- .01 The Long-Term Visiting Staff Member (LTVSM) program provides an opportunity for mutual exchange of technical and scientific knowledge, ideas, and theories between the Laboratory and the participant. By employing scientists and engineers who have attained stature in their fields and who can lend their expertise to the Laboratory's research efforts, the Laboratory enhances its ability to meet its research and development goals. In addition, the Laboratory and the participant's organization benefit from the exchange of information inherent in the appointment.

**LENGTH OF
APPOINTMENT:**

- .02 An LTVSM appointment generally extends from 6 months to 1 year and may be renewed. The participant is on sabbatical leave or leave of absence, generally from a university, institute, or government organization.

SELECTION:

- .03 Selections for the program are made either by direct application to the Laboratory or through professional contact with Laboratory staff.

FUNDING:

- .04 The sponsoring Laboratory organization initiates requests for LTVSM appointments and provides funding, which may include
- Payroll costs and indirect and miscellaneous operating expenses. Travel expenses for the LTVSM and family members to and from Los Alamos within the U.S., Canada, and Mexico, or, if from another country, Port of Entry.
- Expenses for shipment of household goods from point of hire within the U.S., Canada, or Mexico or from Port of Entry to Los Alamos and return.

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Reimbursement of expenses for return travel and shipment of household goods requires prior Department of Energy (DOE) approval if the appointment is longer than 15 months.

PROCEDURE:

- .05 An LTVSM appointment is proposed by a memorandum from the requesting group to the Employment Group (PS-1) through the Division Leader and cognizant Associate Director. The memorandum includes the following information:
- Name,
 - Address,
 - Present employer's name and address,
 - Position held,
 - Description and duration of proposed appointment,
 - Current and/or past Q-clearance status or country of citizenship and visa held,
 - An explanation for any proposed salary amount if the proposed LTVSM is an alien residing outside of the U.S., and
 - Any other pertinent information that would facilitate the administrative process.
- .06 PS-1 obtains from the individual's present employer
- Current salary,
 - Amount and length of time support is to be provided, and
 - Permission to employ the individual during the sabbatical or leave of absence period.
- .07 All Laboratory preemployment requirements must be met by the sponsoring organization and the participant before a starting date is confirmed. *See [AM 107](#), External Hiring.*

SALARY:

- .08 PS-1 works with the sponsoring organization to establish the maximum permissible offer salary. The LTVSM should suffer no loss of salary by accepting an appointment with the Laboratory. The

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LTVSM's current salary ~~is~~ is referenced in establishing an offer. The Laboratory may provide additional salary support to offset any added cost of living incurred by the dislocation.

- .09 After the salary has been established, the requesting division submits a completed Personnel Action form (PA) to PS-1 for approval.

BENEFITS:

- .10 All LTVSM employees are entitled to holiday pay. LTVSM employees appointed for 6 months or more earn vacation and sick leave and are eligible for limited benefits. ~~is~~ LTVSM employees are not eligible for membership in the University of California Retirement Plan (UCRP). *For benefits information, see [AM 501](#), Benefits Programs, and [AM 1100.II](#). Laboratory Special Employee Benefits.*

- .11 Aliens must agree to secure minimum health insurance coverage, which may be one of the Laboratory-sponsored benefit plans.

CHANGE FROM LONG-TERM VISITING STAFF MEMBER STATUS:

- .12 An LTVSM is eligible to apply and be selected for regular employment category vacancies.